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**Personnel**

**SPECIAL TROPHIES AND AWARDS**

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. It sets forth eligibility criteria, submission, and selection procedures for the AFOTEC special trophies and awards program. This instruction governs the maintenance of certain records that contain personal information, the disclosure of which may be an unwarranted invasion of personal privacy. Such information should not be disclosed. See DoDR 5400.7/Air Force Supplement, *DoD Freedom of Information Act Program*, and AFI 33-332, *Air Force Privacy Act Program*, for guidance.

**1. Purpose.** This instruction establishes and governs the AFOTEC Special Trophies and Awards Program outlining responsibilities and procedures for administering the program.

**2. Program Responsibilities.** The AFOTEC commander or vice commander is the approving authority for the awards program. Functional area managers organize and manage the award program that relates to their particular area of expertise. Directors and detachment commanders support the AFOTEC awards program. Each of the functional area managers has specific responsibilities to support and administer the awards program. **NOTE:** Only members who have been assigned to AFOTEC at least 50 percent of the period of award consideration are eligible to compete in the awards covered by this instruction. Selected members/teams will be eligible to compete at the next respective level of award competition, providing all packages meet the requirements established by the governing Air Force instruction and nomination is approved by AFOTEC/CC. Additional guidance and package submission requirements can be found in the AFI governing the particular award.

**3. Functional Area Managers.**

**3.1. The following agencies/offices will serve as managers of the award program that relates to their area of responsibility:**

3.1.1. AFOTEC/CA will manage the AFOTEC Tester of the Year Award.

- 3.1.2. AFOTEC/XO will manage the AFOTEC Test Team of the Year Award.
- 3.1.3. AFOTEC/TS will manage the AFOTEC Analyst of the Year Award.
- 3.1.4. AFOTEC/CEM will manage the AFOTEC Lance P. Sijan Leadership Award.
- 3.1.5. AFOTEC/DP will manage the AFOTEC Mission Support Awards.
- 3.1.6. AFOTEC Det 1/CEM will manage the AFOTEC Leo Marquez Maintenance Awards.
- 3.1.7. AFOTEC/SC will manage the AFOTEC Communication and Information Awards.

#### **4. Responsibilities.**

##### **4.1. Functional Area Manager:**

- 4.1.1. Oversees the respective AFOTEC annual recognition program.
- 4.1.2. Prepares necessary communications to announce suspense dates and solicits nominations at least 45 days prior to established suspense dates.
- 4.1.3. Establishes selection and scoring criteria procedures to clarify, as required, the guidance published in the applicable AFI.
- 4.1.4. Coordinates selection/scoring board.
- 4.1.5. Advises AFOTEC/CCP and AFOTEC/CEM of the name of the nominee/team recommended as the award recipient as soon as possible following the board's selection.
- 4.1.6. Ensures all actions are accomplished according to this instruction.
- 4.1.7. Ensures the organization (Directorate/Detachment) of selected winner/s finalize packages for submission at next level of award competition and ensure package submissions are sent to AFOTEC/CEM for final processing in time to meet established suspense as published in AFI and/or message guidance (as applicable).

##### **4.2. HQ AFOTEC Chief Enlisted Manager (AFOTEC/CEM):**

- 4.2.1. Assists functional area managers with administration of their program.
- 4.2.2. Records and track award recipients from each of the AFOTEC award categories.
- 4.2.3. Ensures award mementos are available and prepared for presentation at appropriate ceremony.
- 4.2.4. Ensures AFOTEC/CC approval for all nominations going forward to AF-level competition and that nominations meet applicable suspense dates to appropriate AF-level agencies.

##### **4.3. HQ AFOTEC Protocol (AFOTEC/CCP):**

- 4.3.1. Prepares communication for AFOTEC/CC release notifying entire command of selected winner/s.
- 4.3.2. Assists functional area managers with arrangements for formal presentations of awards.

##### **4.4. HQ AFOTEC Public Affairs (AFOTEC/PA):**

- 4.4.1. Provides appropriate publicity for annual award winners.

4.4.2. Assists functional area managers with formal presentation of awards at AFOTEC Commander's Call.

## 5. AFOTEC Annual Special Trophies and Awards.

### 5.1. The AFOTEC Tester of the Year Award.

5.1.1. The AFOTEC Tester of the Year Award is awarded to the most outstanding testers in each of four categories: DAF Civilian Tester of the Year, Enlisted Tester of the Year, Officer Tester of the Year, and Contractor Tester of the Year. The period of service for this award is 1 Dec – 30 Nov.

5.1.2. Nominees must have done continuously superior work that significantly contributed to or directly supported Test and Evaluation activities during Dec through Nov of prior year to be eligible. Consider the following criteria for nominations: Nature of achievement, innovations, test complexity, techniques developed that increased efficiency or effectiveness.

#### 5.1.2.1. Package Requirements.

5.1.2.1.1. Single-Sided AF Form 1206, **Nomination for Award**, with two headings: **Nominee Duties** (A brief description), the second heading, **Specific Achievements**; Capturing facts and specific examples clearly showing exceptional achievement. (AF-level competition will require the nomination package be revised to a 2-sided AF Form 1206.) **NOTE:** The winner from the AFOTEC Enlisted and Officer categories will compete at AFOTEC-level for the single military nomination to go forward to AF-level competition in accordance with (IAW) AFI 36-2862, *Test and Evaluation Awards*, and applicable data call message guidance.

5.1.2.1.2. Citation of 50-60 words capturing the most significant achievements that warrant nomination for the award. See AFI 36-2862, Attachment 3 for sample.

5.1.2.1.3. Send completed nomination packages (both electronic and paper copy) to AFOTEC/CA no later than 15 November.

### 5.2. AFOTEC Test Team of the Year.

5.2.1. AFOTEC Test Team of the Year is awarded to the most outstanding test team, which may be comprised of military, DoD civilian, and contractor personnel assigned to AFOTEC. The award is presented to AFOTEC team for outstanding contributions to operational test and evaluation. The period of service for this award is the previous calendar year.

5.2.2. Team nominees must have done superior work that significantly contributed to or directly supported test and evaluation activities during the previous calendar year to be eligible.

#### 5.2.2.1. Package Requirements.

5.2.2.1.1. Single-sided AF Form 1206 with 1 heading: **Specific Achievements** (AF-level competition will require the nomination package be updated to 2-sided AF Form 1206 IAW AFI 36-2862 and applicable data call message guidance.)

5.2.2.1.2. Citation of 50-60 words capturing the most significant achievements that warrant nomination for the award. See AFI 36-2862, Attachment 3 for sample.

5.2.2.1.3. Send completed nomination packages (both electronic and paper copy) to AFOTEC/XO no later than 15 February.



5.7.1. The AFOTEC Communication and Information Awards are presented in multiple categories as described in AFI 36-2845, *Communications and Information Annual Awards Program*, to

officers, enlisted and civilian personnel. The following categories are eligible to compete at AFOTEC: Comm/Info Outstanding FGO, CGO, Civilian Manager, Civilian Specialist, Civilian Technician; Comm-Electronics SNCO, NCO; Comm-Computer Outstanding SNCO, NCO; Info Management SNCO, NCO, Airman; and Outstanding Information Assurance Professional. Please review AFI 36-2845 for specific details on nominations for these awards. The period of service is the prior calendar year.

5.7.2. These awards recognize personnel from the communications and information career fields. AFI 36-2845 details the specific AFSCs that are eligible for each of the above identified awards.

5.7.2.1. Package Requirements.

5.7.2.1.1. Single-sided AF Form 1206 with three headings: **Overall Achievements, Leadership Abilities and Management Experiences**, and **Other Accomplishments**. (Winning nominations going forward to AF-level competition will require a 1-sided AF Form 1206 IAW AFI 36-2845 and applicable data call message guidance.)

5.7.2.1.2. Send completed nomination packages (both electronic and paper copy) to AFOTEC RM/SC no later than 31 January.

**Table 1. AFOTEC Special Trophies and Awards**

Functional Manager	Brief Award Name	Period of Service	Suspense Date	Reference (AFI)
CA	Tester of Yr	1 Dec – 30 Nov	15 Nov	AFI 36-2862
XO	Test Team of Yr	Prior Calendar Yr	15 Feb	AFI 36-2862
TS	Analyst of Yr	31 Jul – 30 Jun	15 Jun	AFI 36-2844
CEM	Lance P. Sijan	1 Jul – 30 Jun	15 Jul	AFI 36-2805
DP	Mission Support	Prior Fiscal Yr	15 Nov	AFI 36-2819
Det 1/CEM	Leo Marquez	Prior Fiscal Yr	15 Oct	AFI 36-2818
SC	Comm & Info	Prior Calendar Yr	31 Jan	AFI 36-2845

**NOTE:** The suspense dates that occur prior to the close of the period of service are required to ensure adequate time to meet suspenses for award competition at the Air Force level.

## 6. Air Force Level Competition.

6.1. Functional area managers will send the winning AFOTEC-level package/s back to originator upon selection to ensure the nomination package is updated to meet AF-level nomination requirements in accordance with the applicable AF instruction. From the above paragraphs (Para 5.1. through 5.7.) on each of the awards, note that there may be different AF Form 1206 requirements for AF-level competition.

6.2. Agencies with an AFOTEC winner in one of the award categories covered by this instruction will update nomination package/s in accordance with the applicable AF instruction (see [Attachment 1](#)) and then submit the final nomination package(s) in both electronic and paper copy to AFOTEC/CEM for coordination with AFOTEC/CC and processing.

6.3. AFOTEC/CEM will ensure AFOTEC-level winning packages that go forward to AF-level competition meet published criteria and are sent within suspense dates to the proper agency in accordance with governing AF instructions.

FELIX DUPRÉ, Major General, USAF  
Commander

